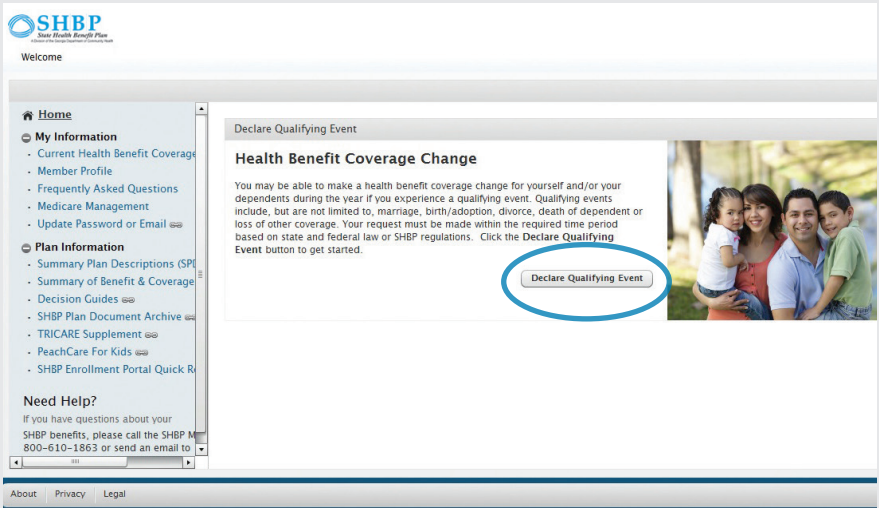


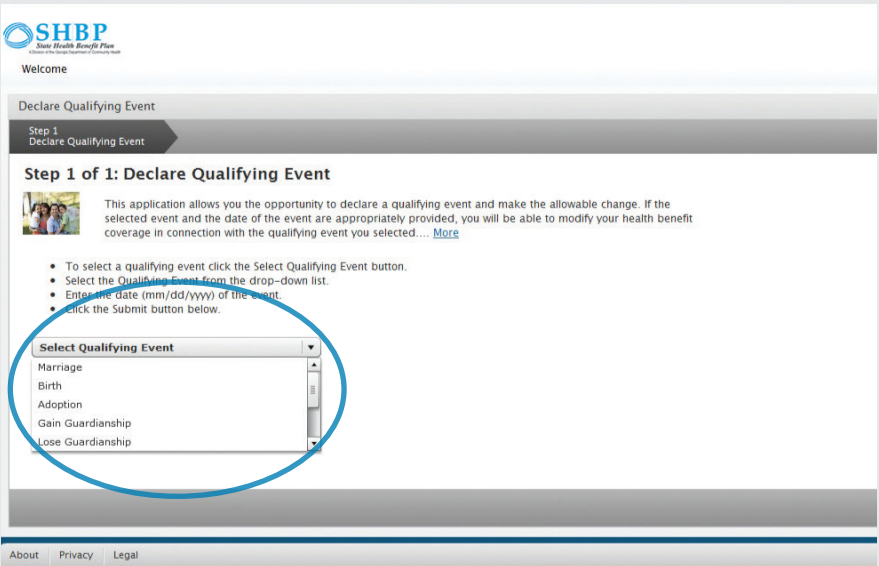
Changes During the Year Qualifying Events

Throughout the course of the year, you have an opportunity to enroll in or make changes to your health benefits if you experience a Qualifying Event, such as having a baby, getting married or if your spouse loses or gains coverage elsewhere.

Once you log in to mySHBPga.adp.com, you may select the **DECLARE QUALIFYING EVENT** button to make changes to your health benefits.



Choose from one of the Qualifying Events from the drop-down box. Once you have entered the event date, an enrollment event window will open for you to make eligibility changes.



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QUESTIONS?

The list below outlines where you can go for more information based on the type of question or concern you may have.

WHERE TO GO:	WHY:
SHBP ENROLLMENT PORTAL mySHBPga.adp.com 24 hours a day/7 days a week	<ul style="list-style-type: none">• Enroll in health benefits• Declare a Qualifying Event• Review current health plan election• Reset your password using the "Forgot Password" link
SHBP MEMBER SERVICES BY PHONE 800-610-1863 (listen to the prompts, and choose your option) M - F, 8:30 a.m. to 5:00 p.m., ET	<ul style="list-style-type: none">• Health benefits• Dependent verification• COBRA
YOUR PAYROLL LOCATIONS (during business hours)	<ul style="list-style-type: none">• Eligibility for health benefits• Deductions• If you are unable to create a User Name and Password on the SHBP Enrollment Portal• Non-medical benefits questions



SHBP Enrollment Portal QUICK REFERENCE GUIDE

This guide will help you and your family understand how to use the self-service features of the SHBP Enrollment Portal throughout the year. Keep it on hand so you can refer to it whenever you have questions on how to access and use the SHBP Enrollment Portal.

mySHBPga.adp.com

Welcome to the SHBP Enrollment Portal

mySHBPga.adp.com

The SHBP Enrollment Portal provides you with easy access to information about your health benefits, as well as a convenient way to enroll, review, or make eligibility changes to your elections. You can access the SHBP Enrollment Portal 24 hours a day, 7 days a week.

WHAT CAN YOU DO AT mySHBPga.adp.com?

- Declare a Qualifying Event during the year and make eligibility changes to your health benefits. Qualifying Events may include:
 - » Marriage/Divorce
 - » Birth
 - » Adoption
 - » Gain or Loss of Coverage
 - » Change in Tobacco Status
- Make election changes during Open Enrollment
- Review your current elections and covered dependents
- Find Summary Plan Descriptions (SPDs) and Summary of Benefits & Coverage (SBC) documents
- Access decision support tools and important documents and forms
- Link to health care plan vendor websites



QUESTIONS? NEED HELP?

You can contact SHBP Member Services by phone at **800-610-1863** to speak with a health benefits representative. Representatives are available Monday through Friday, 8:30 a.m. to 5:00 p.m. ET, to provide assistance logging in, enrolling in your benefits or have general questions about the health plans.

Getting Started



REGISTER - FIRST TIME USERS

The first time you access the site, you will be required to create a User Name and Password. Use this log-in information any time you visit the site for quick and easy access.

1. Click “Register Here.”
2. Enter the SHBP Registration Code: SHBP-GA
3. Follow the steps to create your User Name and Password.
 - » **Verify your identity.** Enter your name exactly as it appears on your pay stub.
 - » **Enter your contact information – email address (required) and mobile phone (optional).** ADP will use this information if you forget your user name or password.
 - » **Create your user name and password.**
 - » **Select security questions and enter your answers.**

Your Registration is complete and you may access benefits information!

Next step – Activate your email address and mobile phone number. Check your email for a link to activate your email and mobile phone to receive notifications in the event you forget your user name or password.

4. Use your newly created User Name and Password to log in!

DON'T HAVE AN E-MAIL ADDRESS?

Creating an e-mail address is easy. You can create an e-mail at any one of the following websites, just to name a few, and follow the instructions to create an account.

www.gmail.com • www.yahoo.com • www.outlook.com

ALREADY REGISTERED?

Simply enter your User Name and Password, and you’re in!

PASSWORD EXPIRED?

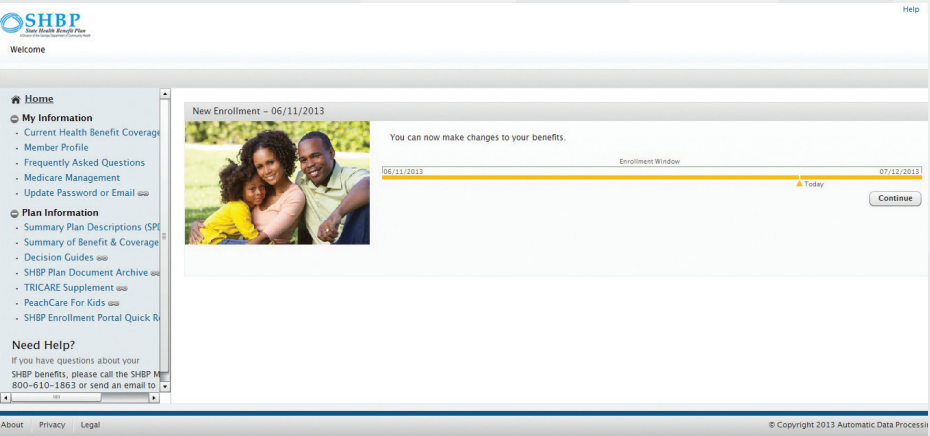
For security purposes, your password expires every 45 days. If your password is expired, after logging in, you will be automatically prompted to change your password.

Enrolling in Your Health Benefits

There are three events that allow you to enroll in or make changes to your health plan elections.

- Newly hired or newly eligible employees may make elections for the first time when they become eligible.
- Active employees and retirees may make changes once a year during the Open Enrollment Period or Retiree Option Change Period (ROCP).

First, log in as outlined under “Getting Started” and follow the prompts to review your elections and dependents and enroll in or make changes to your health plan benefits. You will be guided through the enrollment process.



IMPORTANT NOTE:

Always remember to select FINISH when you have completed the CONFIRM AND REVIEW process. You will receive a confirmation e-mail once you have submitted your elections.

If you experience a Qualifying Event (as described on the back of this panel), you may make certain eligibility changes to your health plan.